

St Thomas’ Moorside CE (VA) Primary School

Coleridge Road, Oldham OL1 4RL Tel 0161 624 9290 Email: info@st-thomas-moorside.oldham.sch.uk

East Crompton St James’ CE (VA) Primary School

St James’ Street, Shaw, Oldham OL2 7TD Tel 01706 847360 Email: info@st-james.oldham.sch.uk

Dear Applicant

Thank you for your interest in the position of Premises Assistant at The Doveshell Federation to start April 2025.

St Thomas’ Moorside is part of a Federation with East Crompton St James’ School in Shaw, and the successful applicant will be issued with a Federative contract enabling them to work at both schools.

The Dove-Shell Federation schools are inclusive environments committed to high-quality education for all and where everyone is valued. We are looking to appoint a reliable, dedicated and enthusiastic professional who is committed to this ethos.

Enclosed with your application form are a Job Description and Person Specification. The closing date for applications is 12pm Wednesday 12th March 2025. Shortlisting will take place Thursday 13th March 2025. Interviews will take place at school on Tuesday 18th March 2025. Candidates invited for interview will be informed by telephone or email. Applications must be made using the form downloadable with the advertisement and CVs will not be accepted.

Your completed application should be returned by email to:

recruitment@doveshell.org.uk

Or by post to

Mr A.J. Laskey

Executive Headteacher

St Thomas’ Moorside CE (VA) Primary School

Coleridge Road

Sholver

Oldham OL1 4RL

Informal enquiries can be directed to myself by email at recruitment@doveshell.org.uk or you can contact school by telephone on 01616249290 .

I look forward to receiving your completed application.



Yours sincerely,

Mr. A.J. Laskey

Executive Headteacher

**JOB DESCRIPTION**

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| **JOB TITLE:** | Premises Assistant | | |
| **DIRECTORATE:** | People, Communities & Society | **SCHOOL:** | The Dove-Shell Federation  St Thomas’ Moorside CE (VA) Primary School  East Crompton St James’ CE (VA) Primary School |
| **GRADE:** | Grade 3 (SCP 16 — 21)  £16,440 - £19,126 | **JE CODE:** | ETA3 |

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| **JOB PURPOSE:**  To provide maintenance and general security on school premises and sites thereby ensuring a safe environment for staff, pupils and visitors to the school. |

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| **KEY TASKS – security and access** | |
| 1. | Lock/unlock school buildings and areas |
| 2. | Maintain the security of school premises by securing entrances and exits and dealing with any potential security breaches |
| 3. | Operate and respond to alarm systems where appropriate |
| 4. | Assist with carrying out fire drills |
| 5. | Liaise with Oldham Council Security and surveillance contractors |
| 6. | Request contractors/workers to sign in and out the Visitors book, and to check their vehicles are not causing an obstruction. |
| 7. | Promote access to the school site outside normal school hours when required. |
| 8. | Arrange the premises for use by external community groups and complete any necessary paperwork, e.g. School lettings. |
| **KEY TASKS – Maintenance** | |
| 9. | Organsie and carry out various maintenance duties and repairs to ensure the general up I‹eep and maintenance of the premises as per specific schedule for the school. |
| 10. | Organise and carry out minor improvement and decoration work e.g. erecting shelves and notice boards, or painting walls and fences etc, as agreed with the Site Manager/ Business Manager. |
| 11. | Read and check meters for water, gas and electric usage. |
| 12. | Empty litterbins, collect and assemble waste for collection, and support the school's recycling activities. |
| 13. | Undertake day to day cleaning duties as directed by your site manager, including graffiti removal and litter picking, and undertake emergency cleaning duties e.g. spillages (this could include bodily fluids). |
| **KEY TASKS – Resources** | |
| 14. | Maintain records, information and data as appropriate. |
| 15. | Ensure timely and accurate, preparation, maintenance and use of specialist equipment, resources and materials. |
| 16. | If appropriate licenses are held and associated training has been undertaken, the role may include driving the school mini-bus. |
| 17. | Portage duties including ensuring satisfactory receipt distribution, collection and despatch of goods to and from the school, and organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events. |
| 18. | Ensure lights and other equipment are switched off as appropriate, and assist with energy saving where possible. |

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| STANDARD DUTIES | |
| 1. | To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. |
| 2. | To uphold and promote the values and the ethos of the school. |
| 3. | To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. |
| 4. | To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school. |
| 6. | To attend and participate in relevant meetings as appropriate. |
| 7. | To undertake any other additional duties commensurate with the grade of the post including deputising for the site manager. |

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| **CONTACTS:**  Pupils, staff, contactors, and visitors to the school |

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| RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT: | |
| **RESPONSIBLE TO:** | **Site Manager** |
| **RESPONSIBLE FOR:** | **Not Applicable** |

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| **SPECIAL CONDITIONS:**  Enhanced DBS Disclosure is required |

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|  | DATE | NAME | POST TITLE |
| PREPARED |  |  |  |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

# PERSON SPECIFICATION

**Job Title: Premises Assistant**

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|  | Selection Criteria Essential | Selection Criteria Essential | How  Assessed |
| **Education & Qualifications** | NVQ 2 in related subject such as Cleaning & Support Services, or equivalent level of experience  Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework  Willingness to gain First Aid Certificate | Experience of care-taking or being a site-keeper in a school or similar environment  Handy-person/DIY experience to undertake general Building maintenance and minor repairs  Experience of using a variety of cleaning equipment and hand power tools, e.g. buffing machines and drills etc.  Experience of completing straightforward paperwork and maintaining records | AF/I  AF/I  AF/I  AF/I |
| **Skills and abilities** | Ability to work as part of a team  Ability to communicate well with adults and children  Problem solving skills and can use judgement to interpret information and make recommendations and or decisions for action  Organisational skills to prioritise work, to work to deadlines and work on own initiative  Basic ICT skills to enter data into a computer and keep straightforward records  Ability to respond calmly to emergencies  Ability to supervise staff and manage work programmes  Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training) |  | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge** | Working knowledge of health and safety procedures and regulations, e.g. COSHH, including moving, lifting and handling regulations  Knowledge of cleaning procedures required to meet specified standards  Understand and recognise the importance of ensuring a secure and safe environment  Understanding the importance of safeguarding and confidentiality to protect pupils |  | AF/I  AF/I  AF/I |
| **Work circumstances** | To be able to be the main key holder on occasions and attend to “call outs” outside normal working hours |  | AF/I |

Abbreviations: AF = Application Form; I = Interview.

**Verification of Right to Work in the UK**

We are required by law to have proof of your right to work in the UK before you can commence employment. This can be established by providing the following documentation.

**If you were born in the UK the following documents will provide this evidence:**

* A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

Or

The following documents can be used ONLY when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

* A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder’s parents.
* A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder’s adoptive parents.

**If you were born outside the UK the following documents will provide this evidence:**

* A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
* A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
* A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
* A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
* A Biometric Immigration Document issued by the UK Border Agency to the holder which, indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
* A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

**The following documents can be used ONLY when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.**

* An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement
* indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
* A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder’s parents.
* A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder’s adoptive parents.
* A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
* An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
* A certificate of registration or naturalisation as a British citizen.
* A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom.

**Documents which provide an excuse for up to 12 MONTHS**

* A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
* A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
* A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
* A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
* A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
* An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
* An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.
* A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.

**A delay in producing these documents will affect your start date**